



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

August 17, 2009

Larry Lee  
Business Services Manager  
Southeast Los Angeles County WIB (SELACO WIB)  
10900 East 183rd Street, Suite 350  
Cerritos, CA 90703

Dear Mr. Lee:

RE: FINAL MONITORING VISIT REPORT for SELACO WIB – ET07-0395

Date of the Visit:	08/11/09
Beginning/Ending Time:	10:00 a.m. – 12:30 p.m.
Date of Last Visit:	08/06/08
Visit Location:	Cerritos
Persons in attendance:	Larry Lee, SELACO WIB Eric VanHolsbeck, SELACO WIB Mark Reeves, ETP Analyst
Action Required:	No

## CONTRACT INFORMATION:

Term of Agreement:	06/05/07 – 06/04/09	Agreement Amount:	\$2,065,543
Training Start Date:	06/20/07	No. to Retain:	1,658
Date Training must be Completed:	03/06/09	Range of Hours:	24 - 200
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

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ETP (04/15/05)

**FINAL REPORT SUMMARY:**

• ***HISTORY OF AGREEMENT CHANGES***

Training began on June 20, 2007 and your records confirm that all training for this Agreement was completed on March 6, 2009, to allow for the 90-day retention period to be completed within the term ending date of June 4, 2009.

ETP approved one Agreement revision on April 6, 2009, to redistribute trainee slots/funds between job numbers and to delete Job Number 6. The Agreement amount was also reduced by \$307, from \$2,065,850 to \$2,065,543.

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

Job Number	Number To Retain	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees In Retention	Number of Trainees Completed Retention
1	971	1133	99	1034	0	1034
2	185	170	24	146	0	146
3	366	482	59	423	0	423
4	116	98	2	96	0	96
5	20	29	9	20	0	20
6	0	0	0	0	0	0
<b>Totals:</b>	1658	1912	193	1719	0	1719

***Breakdown and discussion of expected earnings:***

Mr. VanHolsbeck provided Mr. Reeves with project statistics for the closeout of this Agreement. Your records indicate that SELACO expects to retain a total of 1,719 trainees. The ETP Class/Lab Tracking system reflects that 1,719 trainees completed the minimum required 24 hours of training, for a cumulative total of 93,668 hours (Job Numbers 1 - 5). Mr. VanHolsbeck reported that the placement status for five trainees remains under additional review. To date, SELACO has earned \$1,658,563. Based on your current statistics, SELACO's potential reimbursement stands at approximately \$1,757,283 (85%) of the total Agreement amount, assuming the anticipated number to retain is verified during the final fiscal closeout.

### **ATTENDANCE ROSTERS:**

Mr. Reeves reviewed class/lab attendance rosters for 25 trainees (across five different participating employers) enrolled in Jobs Numbers 1 and 3. The rosters covered the period from November 10, 2008 through March 6, 2009. The training documented during this review included Continuous Improvement, Manufacturing Skills, and Management Skills topics from the approved curriculum. During the review, Mr. Reeves identified three instances where the training date noted on the attendance roster did not match the date recorded in the ETP Class/Lab Tracking system. In each instance, Mr. Reeves and project staff were able to reconcile the discrepancy upon further examination. Project staff indicated that the training date discrepancies were the result of data entry errors; however, your training records were able to confirm that trainees received credit for the accurate number of training hours on the dates in question.

With the exception of the item noted above, the review showed that the ETP requirements were met and properly documented. The rosters were complete and the 1:20 trainer to trainee ratio was maintained. The review confirmed that the trainees completed 48 to 88 hours of class/lab training from the approved curriculum.

These findings are based only on the training records reviewed during this visit and represent only a sample of the training records completed. It is your responsibility to ensure that 100 percent of all training records are in compliance with Panel requirements prior to the closeout of this Agreement (Reference: Title 22, California Code of Regulations, Section 4442).

### **INVOICES:**

The records review mentioned above confirmed that the 25 trainees completed the class/lab hours submitted for payment on Invoice Numbers 52 and 53.

### **AUDIT:**

SELACO will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

### **RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Mr. Reeves at (818) 755-3635 or by e-mail at [sreeves@etp.ca.gov](mailto:sreeves@etp.ca.gov) within ten (10) working days from the receipt of this report.

Sincerely,

**Signature on file**

Wally Aguilar, Program Manager  
North Hollywood Regional Office

**Signature on file**

S. Mark Reeves, Contract Analyst  
North Hollywood Regional Office

cc: David Guzman, Chief, Audits & Program Operations Division (via e-mail)  
Kulbir Mayall, Manager, Fiscal and Certification (via e-mail)  
Master File  
Project File

Date report mailed to Contractor 8/17/09